



The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year. Included in the UGA schedule are 20 amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of twelve men and women who serve for three, three-year terms. The day-to-day operations of the association are currently conducted by a full-time staff of five. The UGA has 41,000 individual members and 120 clubs. The Utah Golf Association headquarters is in Millcreek, Utah.

POSITION: Assistant Director, Championships & Golf Operations

REPORTS TO: Director, Championships & Golf Operations

LOCATION: 4444 South 700 East, Suite 105, Millcreek, Utah 84107

SALARY: This will be a full-time, non-exempt salaried position. The total compensation including salary, overtime pay, and a potential performance bonus will be between \$45,000 - \$55,000.

BENEFITS:

- Major health care for employee covered at 100% with 50% premium sharing for spouse and/or dependents
- Dental insurance covered at 100%
- Life insurance
- 401k with 4% match
- Generous paid time off, mental health days, and holidays
- Work from home opportunities
- Opportunity to work at a regional or national championship upon invitation by the governing body, costs of travel to the championship covered at 100%
- Monthly tech reimbursement
- Clothing Stipend
- Use of company vehicles for business-related travel
- UGA-issued laptop computer
- Company-issued credit card to cover all work-related expenses
- Meals covered while on assignment for the UGA
- Opportunities to attend industry conferences and educational seminars, cost of travel and attendance covered at 100%

TO APPLY: Please send letter of interest, resume, and references via e-mail to:

Easton Folster, Executive Director
Utah Golf Association
Email: easton@uga.org

The Deadline to Apply is September 10, 2024

Assistant Director, Championships & Golf Operations

We are seeking a highly motivated team player, with a passion for sports with experience to execute programs for our players, volunteers, and facilities. This position will manage various UGA programs under the direct supervision of the Director, Championships & Golf Operations. The scope of work will include tournament management, course rating, marketing initiatives, and other member services as designated. This staff member can expect that 70% of their time during the peak golf summer will be dedicated to UGA championships and qualifiers and 30% to course rating and handicapping assignments.

Competitions

Under the direction of the Director, Championships & Golf Operations, the Assistant Director, Championships & Golf Operations will:

- Assist in the management of UGA championships, qualifiers, and USGA Qualifiers, including the opportunity to be the staff in charge at various UGA events.
- Assist with course marking and all aspects of tournament day logistics.
- Manage the interclub league programs.
- Manage all UGA member days.
- Produce both written and digital content for the UGA website and social media platforms.
- Help schedule future championship and qualifier sites.
- Manage the Player Performance Rankings and the selection process for all UGA traveling teams.
- Help recruit new rules officials and ensure their proper training and education.
- Assist in the development and teaching of the UGA's Rules of Golf Workshops and other continuing education programs.
- Assist in supervising and managing the hiring, training, and daily activities of intern staff.

Course Rating

As assigned by the Director, Championships & Golf Operations and under the supervision of the Director, Member Services, the Assistant Director, Championships & Golf Operations will:

- Assist with the course rating program including course measuring, on-course work, site visits, data entry, and communication and scheduling with clubs and volunteers, including the opportunity to be the staff in charge at various course rating activities.
- Help recruit new course rating officials and ensure their proper training and education.
- Assist in the development and teaching of handicapping seminars and other continuing education programs.

General Job Responsibilities

- Membership - Assist with duties pertaining to membership activation and fulfillment.
- Education & Experience - Attend yearly educational workshops and obtain minimum certification requirements in the rules of golf, course rating and handicapping.
- Customer Service - Help manage the UGA's email account and assist with answering general phone calls.
- Office Hours & Travel - Maintain work hours as defined by the UGA employee manual. This job requires a reasonable amount of travel throughout Utah.
- Employee Manual - Comply with all other expectations as defined in UGA employee manual.
- General - Perform additional duties as assigned by the Executive Director or department head.

Qualifications & Experience

- Bachelor's degree from a four-year college or university preferred.
- One or more years of relevant work experience in golf administration preferred.

- Knowledge of the golf industry preferred.
- Experience using HubSpot, Microsoft Office, and Adobe Products preferred.
- Ability to work effectively with a wide variety of people.
- Good leadership and organizational skills.
- Self-directed individual with strong work ethic and enthusiasm.
- Excellent written and oral communication skills.
- Reliable transportation is required with a valid driver's license.
- Experience using all social media platforms, primarily Facebook and Instagram preferred.

Physical Requirements

- Time spent at UGA office will be at a desk, remainder of time will be spent at tournaments, events, seminars, meeting with clubs and members, and other travel as needed.
- Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person. Ability to lift/carry up to 50 lbs.
- Ability to work an extensive schedule during the summer months.